



RISK MANAGEMENT, EMERGENCY PREPAREDNESS & DISASTER RESPONSE

Workshop Part A

Utah Field Services

Utah Division of Arts and Museums

October 6, 2022: Utah Field House of Natural History,
State Park Museum, Vernal

10 am - 5 pm



NATIONAL
ENDOWMENT
FOR THE
HUMANITIES



UTAHHUMANITIES

Ideas in Action



Utah Division of
Arts & Museums

PROGRAM OVERVIEW: Year at a Glance

~~1. ACCESS AND ARTIFACT HANDLING~~

JANUARY
FEBRUARY
MARCH

Workshop
(pt A & B)
1. Webinar
2. Webinar
3. Webinar

~~2. PRESERVATION IN STORAGE AND DISPLAY~~

APRIL
MAY
JUNE

Workshop
(pt A & B)
1. Webinar
2. Webinar
3. Webinar



~~3. ENVIRONMENT AND BUILDING SYSTEMS~~

JULY
AUGUST
SEPTEMBER

Workshop
(pt A & B)
1. Webinar
2. Webinar
3. Webinar

4. RISK MANAGEMENT, EMERGENCY PREPAREDNESS & DISASTER RESPONSE

OCTOBER
NOVEMBER
DECEMBER

Workshop
(pt A & B)
1. Webinar
2. Webinar
3. Webinar

GOALS

Gain a better
understanding of
Key Themes...



Key Themes

- Understand common risks to collections
- Understand the basics of emergency preparedness planning
- Improve understanding of basic fire response
- Learn to think of building systems in terms of emergency preparedness

AGENDA

Handout



Risk Management, Emergency Preparedness & Disaster Response

Workshop Part A Agenda

Utah Field House of Natural History State Park Museum

October 6, 2022

Learning Goals for Workshop pt A

1. Understand common risks to collections
2. Understand the basics of emergency preparedness planning
3. Improve understanding of basic fire response
4. Learn how to think of building systems in terms of emergency preparedness

Agenda

10:00-10:20	Introductions- What are your biggest risks and how prepared is your collection?
10:20-10:40	Introduction to Risk Management
10:40-11:00	Introduce Emergency Planning and Preparedness
11:00-11:20	Begin drafting emergency plans
11:20-11:30	BREAK (10 min)
11:30-11:40	Discuss drafts
11:40-12:00	Emergency supplies inventory basics
12:00-1:00	LUNCH (1 hour)
1:00-1:30	General Emergency Preparedness at Local Level with Heidi Lundberg
1:30-3:00	Fire Preparedness and Fire Suppression Training with Corey Auger
3:00-3:10	BREAK (10 min)
3:10-4:10	Building Tour at Field House with John Foster
4:10-4:30	Share case studies and outcomes; group discussion
4:30-5:00	Wrap up, Homework, Evaluation

INTRODUCTIONS

THANK YOU TO OUR HOST: Utah Field House of Natural History State Park Museum,
Vernal

Housekeeping: Restrooms, lunch options etc.

Introductions to each other

Please share the following:

1. Name
2. Where you work, your role and how long you have worked there
3. What are the biggest risks in your region and how prepared is your institution?



INTRODUCTION TO RISK MANAGEMENT

THIS QUARTER'S GOT EVERYTHING

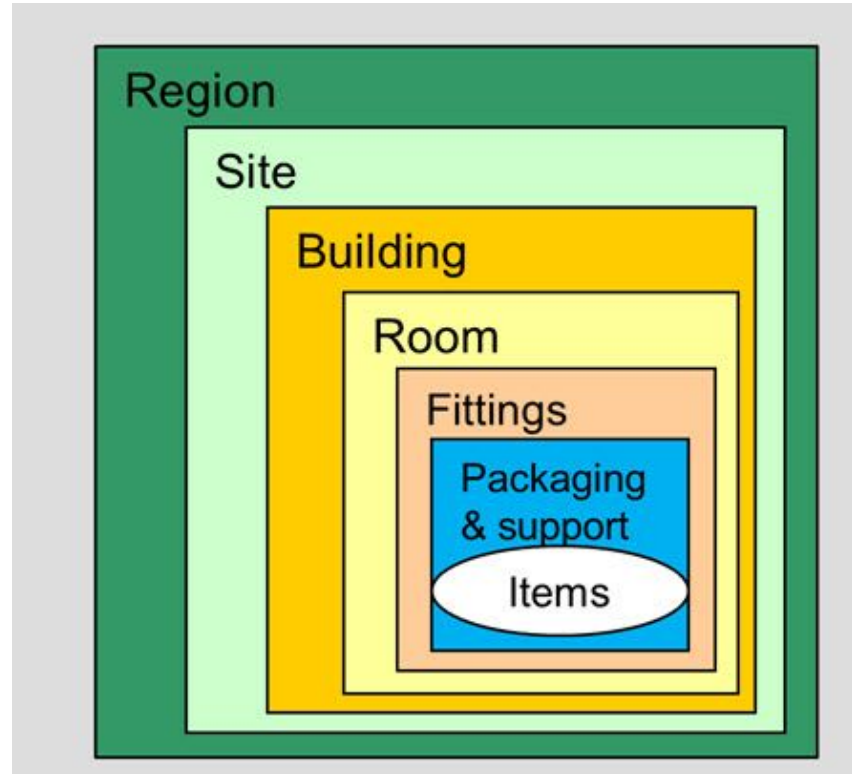


- Collections Handling
- Rehousing
- Collections Hazards
- Personal Health and Safety
- Policies and Procedures
- Planning and staff/volunteer training
- Building Systems
- Collections Environments



LEVELS OF ENCLOSURE AND RISK

Risk Management is the comprehensive evaluation of risks to your organization: people, collections, and infrastructure. Assessing risks, focusing on both the severity and likelihood of a risk's impact, should inform all emergency and disaster planning.



EMERGENCIES AND POTENTIAL DISASTER SOURCES

EXTERNAL HAZARDS

- Hurricane
- Severe winter storms
- Flooding
- Earthquake
- Wildfire/Forest Fire
- Water Main Break
- Sewer System Backup
- Proximity to Hazardous Materials or Activity
- Terrorist Attack (or Riot/Civil Disturbance)

INTERNAL/BUILDING HAZARDS

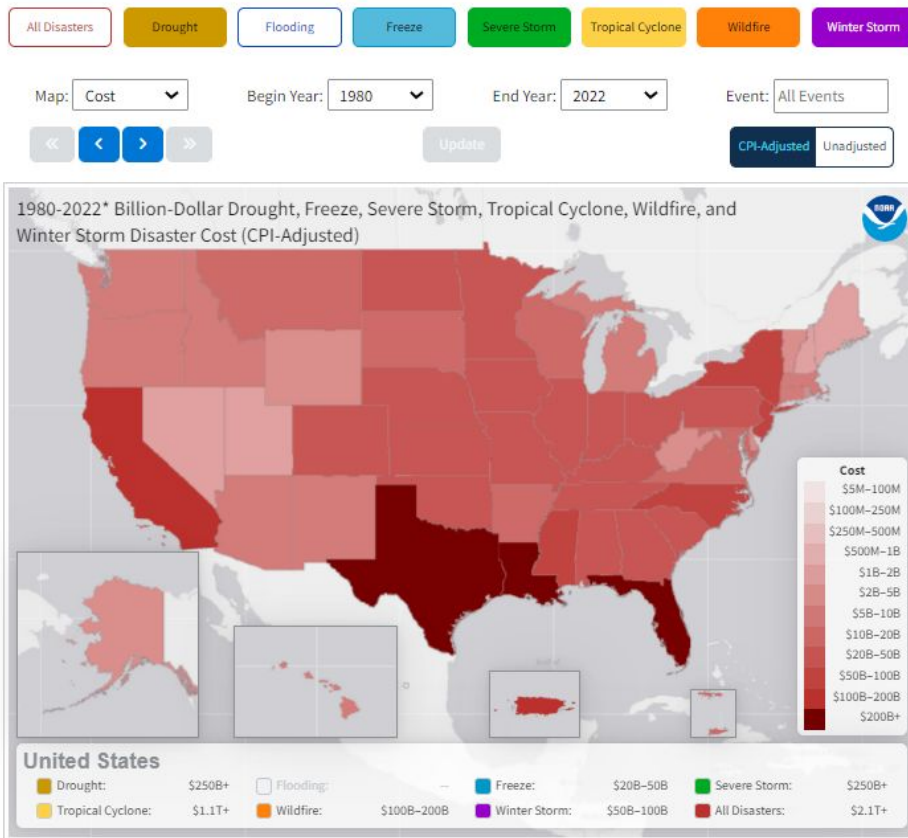
- Building and/or mechanical systems (e.g., leaky roof, inadequate electrical system)
- Detection and alarm systems (e.g., fire, security)
- Personnel and procedures (e.g., inadequate backup of records, poor staff training)
- Maintenance issues (e.g., insufficient inspections and repairs).

DISASTER MAPPING

Risk and Vulnerability

Historic Risk	Census Tract 1025	Salt Lake County	Utah	U.S.
Drought Risk	---	3.35	5.82	11.61
Flooding Risk	2.15	10.97	6.05	9.13
Freeze Risk	9.37	14.41	5.68	15.72
Severe Storm Risk	10.45	13.37	5.04	16.99
Tropical Cyclone Risk	---	---	---	4.36
Wildfire Risk	---	18.31	10.62	6.30
Winter Storm Risk	10.51	23.57	13.81	13.71
Severe Storm, Tropical Cyclone, Wildfire, and Winter Storm Risk	5.28	12.31	7.61	13.30
Social Vulnerability Index (SoVI®) Score	26.73	24.60	28.34	38.35
Future Risk	Census Tract 1025	Salt Lake County	Utah	U.S.
Agricultural Damage (% Change)	---	24.19%	8.77%	-11.91%
Mortality (Change in Deaths/100k)	---	3.28	-3.69	9.16
Energy Expenditures (% Change)	---	11.31%	5.49%	9.24%
High-Risk Labor (% Change)	---	-1.66%	-1.60%	-1.51%
Coastal Storm Damage (% County GDP)	---	---	---	0.29%
Total Damage (% County GDP)	---	2.10%	0.75%	4.57%
Socioeconomic Vulnerabilities	Census Tract 1025	Salt Lake County	Utah	U.S.
Below Poverty (% of Population)	28.10%	9.80%	---	---
Income (Per Capita Income)	\$39,658.00	\$31,648.00	\$---	\$---
No High School Diploma (% of Population)	6.40%	9.60%	---	---
Age 65+ (% of Population)	7.30%	10.30%	---	---

Disaster Cost and Frequency



Please note that the map reflects a summation of billion-dollar events for each state affected (i.e., it does not mean that each state shown suffered at least \$1 billion in losses for each event).

*as of July 11, 2022

Cost Data: Frequency Data:

EMERGENCIES AND POTENTIAL DISASTER SOURCES

 **FEMA**

Search 

Prepare for Disasters | Get Flood Insurance | [+ Apply for Assistance](#) | [✓ Check Application Status](#)

[Disasters & Assistance](#) ▾ | [Grants](#) ▾ | [Floods & Maps](#) ▾ | [Emergency Management](#) ▾ | [About](#) ▾ | [Work With Us](#) ▾

[Disasters & Assistance](#)
[Current Disasters](#)
Alaska Severe Storm
Coronavirus (COVID-19)
Hurricane Ian
Missouri Severe Storms
New Mexico Wildfires
Puerto Rico Hurricane Fiona
Salt River Pima - Maricopa Indian Community Severe Storms
Wildfire Actions
All Disaster Declarations

Current Disasters


Disasters can come in many forms. FEMA responds to all declared domestic disasters and emergencies, whether natural or man-made.


 **Take steps to prepare yourself and your family for weather hazards by visiting [Ready.gov](#).**

Current Disaster Responses



FEMA has thousands of staff deployed to disaster operations stretching from Alaska to Puerto Rico, including staff that work with...

 **FEMA**

Search 

Prepare for Disasters | Get Flood Insurance | [+ Apply for Assistance](#) | [✓ Check Application Status](#)

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Alaska Severe Storm
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Puerto Rico Hurricane Fiona
Salt River Pima - Maricopa Indian

Declared Disasters

State/Tribe
- Any - * ▾

Year(s)
Choose some options ▾

Declaration Type
- Any - ▾

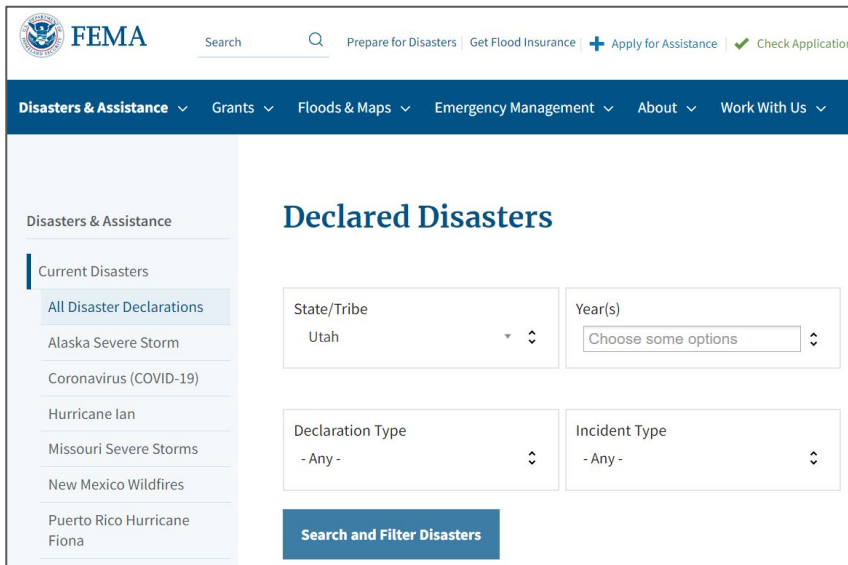
Incident Type
- Any - ▾

[Search and Filter Disasters](#)

North Carolina Hurricane Ian (EM-3586-NC)

FEMA declared disasters directory

EMERGENCIES AND POTENTIAL DISASTER SOURCES



The screenshot shows the FEMA website's 'Declared Disasters' search page. At the top is the FEMA logo and a navigation bar with links like 'Prepare for Disasters', 'Get Flood Insurance', 'Apply for Assistance', and 'Check Application'. Below this is a dark blue header with menu items: 'Disasters & Assistance', 'Grants', 'Floods & Maps', 'Emergency Management', 'About', and 'Work With Us'. The main content area has a left sidebar titled 'Disasters & Assistance' with a 'Current Disasters' section containing links to 'All Disaster Declarations', 'Alaska Severe Storm', 'Coronavirus (COVID-19)', 'Hurricane Ian', 'Missouri Severe Storms', 'New Mexico Wildfires', and 'Puerto Rico Hurricane Fiona'. The main panel is titled 'Declared Disasters' and contains four filter boxes: 'State/Tribes' (set to 'Utah'), 'Year(s)' (set to 'Choose some options'), 'Declaration Type' (set to '- Any -'), and 'Incident Type' (set to '- Any -'). A blue 'Search and Filter Disasters' button is at the bottom.

Disasters & Assistance

Current Disasters

- All Disaster Declarations
- Alaska Severe Storm
- Coronavirus (COVID-19)
- Hurricane Ian
- Missouri Severe Storms
- New Mexico Wildfires
- Puerto Rico Hurricane Fiona

Declared Disasters

State/Tribes
Utah

Year(s)
Choose some options

Declaration Type
- Any -

Incident Type
- Any -

Search and Filter Disasters

FEMA declared disasters Utah

Utah Parleys Canyon Fire (FM-5408-UT)

Incident Period: August 14, 2021 - August 18, 2021

Fire Management Assistance Declaration declared on August 14, 2021

Utah Pack Creek Fire (FM-5391-UT)

Incident Period: June 9, 2021 - June 26, 2021

Fire Management Assistance Declaration declared on June 10, 2021

Utah Mammoth Fire (FM-5388-UT)

Incident Period: June 5, 2021 - June 13, 2021

Fire Management Assistance Declaration declared on June 5, 2021

Utah Straight-line Winds (DR-4578-UT)

Incident Period: September 7, 2020 - September 8, 2020

Major Disaster Declaration declared on January 12, 2021

Utah Ether Hollow Fire (FM-5353-UT)

Incident Period: September 7, 2020 - September 12, 2020

Fire Management Assistance Declaration declared on September 7, 2020

Utah Veyo West Fire (FM-5321-UT)

EMERGENCIES AND POTENTIAL DISASTER SOURCES

Utah Veyo West Fire (FM-5321-UT)

Incident Period: July 13, 2020 - July 15, 2020

Fire Management Assistance Declaration declared on July 13, 2020

Utah Earthquake and Aftershocks (DR-4548-UT)

Incident Period: March 18, 2020 - April 17, 2020

Major Disaster Declaration declared on July 9, 2020

Utah Knolls Fire (FM-5318-UT)

Incident Period: June 28, 2020 - June 30, 2020

Fire Management Assistance Declaration declared on June 28, 2020

Utah Canal Fire (FM-5317-UT)

Incident Period: June 28, 2020 - July 5, 2020

Fire Management Assistance Declaration declared on June 28, 2020

Utah Covid-19 Pandemic (DR-4525-UT)

Incident Period: January 20, 2020 and continuing

Major Disaster Declaration declared on April 4, 2020

FEMA declared disasters Utah

Utah Earthquake and Aftershocks

DR-4548-UT



Incident Period: Mar 18, 2020 - Apr 17, 2020

Declaration Date: Jul 9, 2020

Quick Links

- Recovery resources: [State & Local](#) | [National](#)
- Connect: [Social Media](#) | [Mobile App & Text](#)
- 24/7 counseling: [Disaster Distress Helpline](#)



English Español 简体中文

On This Page

Now Closed: Period to Apply for Disaster Assistance

Local Resources

Funding Obligations

More About This Disaster

Designated Areas

Individual Assistance | Public Assistance | How a Disaster Gets Declared



News & Media

Events | Press Releases & Fact Sheets | PDFs, Graphics & Multimedia



Reports & Notices

Disaster Federal Register Notices | Preliminary Damage Assessments



EMERGENCIES AND POTENTIAL DISASTER SOURCES

 [utah.gov](#) | Utah Department of Public Safety



FAMILY ▾ SCHOOLS ▾ BUSINESS ▾ COMMUNITY ▾ NEWS/EVENTS ▾ RESOURCES ▾ CONTACT US ▾ 

Helping Utah "Be Ready" For Emergencies And Disasters

Cybersecurity Awareness Month

- **Think Before You Click:** If a link looks a little off, think before you click. It could be an attempt to get sensitive information or install malware.
- **Update Your Software:** Don't delay -- If you see a software update notification, act promptly. Better yet, turn on automatic updates.
- **Use Strong Passwords:** Use passwords that are long, unique, and random. A passwords manager will encrypt passwords securing them for you!
- **Multi-Factor Authentication:** You need more than a password to protect online accounts. MFA makes you significantly less likely to get hacked.



 Request







EMERGENCIES AND POTENTIAL DISASTER SOURCES



FAMILY ▾ SCHOOLS ▾ BUSINESS ▾ COMMUNITY ▾ NEWS/EVENTS ▾ RESOURCES ▾ CONTACT US ▾ Q

12 Areas of Preparedness



Shelter,
Clothing &
Fire



Water



Food



Hygiene &
Sanitation



Light &
Power



First Aid



Communication



Safety &
Security



Tools &
Personal
Items



Cooking



Important
Documents &
Money



Transportation

12 Areas of Preparedness

AVALANCHE



CLIMATE CHANGE



DAM FAILURE



DROUGHT



FLOOD



GEOLOGIC HAZARDS



SEVERE WEATHER



SPACE WEATHER



WILDFIRE



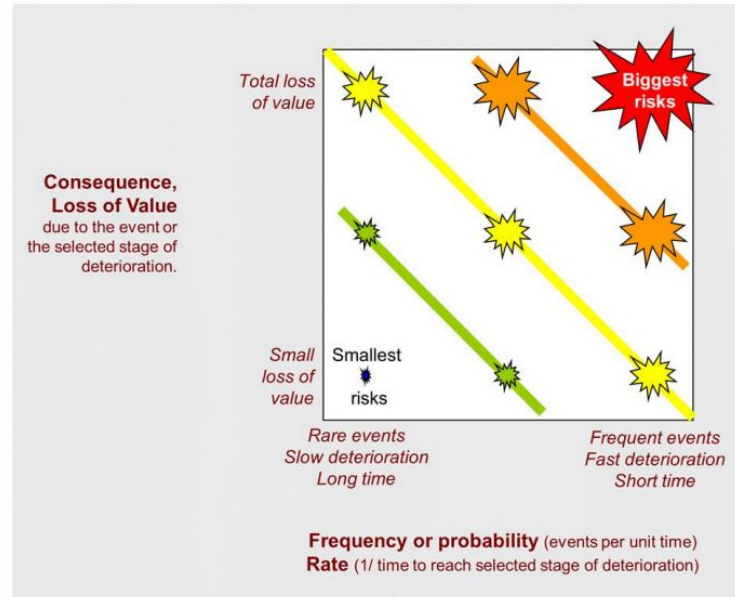
Utah Hazards

EMERGENCIES AND POTENTIAL DISASTER SOURCES


Mapping risks

The standard diagram for comparing risks

In all fields of risk assessment, the basic diagram for comparing risks uses two axes, shown in Figure 1. One axis measures how bad the event will be and is often called "Consequence" or "Impact." In the ABC method, it is called the "Loss of Value." The other axis measures how often the event is expected to occur and is often called the "Likelihood" or "Probability" of the event. In the ABC method, it is called "Frequency" for events and "Rate" for cumulative processes.



EMERGENCIES AND POTENTIAL DISASTER SOURCES



Step 3

Evaluating probability and impact

Next, you need to assess the probability of each threat occurring and the impact that it would have on your collection. The most accurate assessment of probability involves researching existing data about occurrences, but many museums will estimate probability, or use a combination of research and estimation.

Researching probability

How you gauge probability will depend on which of the three risk types are associated with the threat.

Type 1 risk (catastrophic and rare threats)

Probability of these events is hard to determine in-house, but it may be possible

This assessment grid is an example of how you may ascertain risk for each threat. If you use a table like this to get a score for each identified threat, you may then prioritise your work, starting with 'disastrous' and 'very likely' risks (ie with a score of 25). Risks identified as 'very unlikely' to occur and with 'negligible' impact (ie with a score of 1) can be left out of the planning process.

to obtain information from your insurance company.

Type 2 risk (sporadic and severe threats)

Probability can be based on previous experience at your museum, assessing incident reports, conservation records, and institutional records.

Type 3 risk (mild and ongoing threats)


Probability can be derived from environmental monitoring data and knowledge of the effects of environmental conditions on material types.

Estimating probability


For museums without access to detailed past reports, condition assessments, and environmental records, assessing probability is largely guess-work, based on professional knowledge and common sense.

Estimating Impact

Assessment of impact of risk will be based on factors such as knowledge of the collections and the museum buildings, known costs of remedial conservation, whether collections are on display or in long-term storage.

PROBABILITY 

	1 very unlikely	2 unlikely	3 quite likely	4 likely	5 very likely
1 negligible	1	2	3	4	5
2 slight	2	4	6	8	10
3 moderate	3	6	9	12	15
4 severe	4	8	12	16	20
5 disastrous	5	10	15	20	25

IMPACT 

RISK ASSESSMENT

RISK EVALUATION AND PLANNING PROGRAM			
Risk Prioritization Worksheet: Key			
Likelihood of Occurrence	Severity of Damage	Risk Rating	Comments
1 = Not likely	1 = No damage	Higher the number, higher the risk	Note information about previous occurrences, response times, or additional insights.
2 = Possible	2 = Slight (minor damage requiring in-house clean-up or repair; operations continue to function; small monetary investment)	Ratings of 16-25 will fill with red	
3 = Quite possible		Ratings of 6-15 will fill with yellow	
4 = Likely	3 = Moderate (damage requiring extra labor; operations may need to be suspended; moderate monetary investment to return to regular operations)	Ratings of 1-5 will fill with green	
5 = Very likely	4 = Severe (damage requiring outside services and vendors; temporary suspension of operations; significant monetary investment)		
	5 = Very severe (damage resulting in total loss; indefinite closure of institution)		



RISK EVALUATION AND PLANNING PROGRAM

Risk Prioritization Worksheet

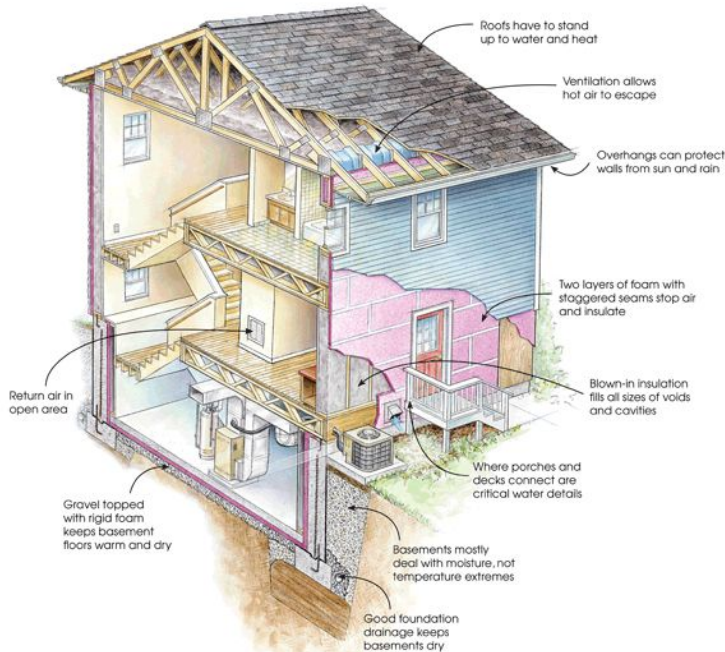
HAZARDS	Likelihood of Occurrence (1-5)	multiplied by	Severity of Damage (1-5)	equals	Risk Rating	Comments
1. EXTERIOR: Natural disasters						
1a. earthquake		X		equals	0	
1b. flooding below ground level or below the water table		X		equals	0	
1c. flash flood		X		equals	0	
1d. hail		X		equals	0	
1e. heavy snow		X		equals	0	
1f. high winds		X		equals	0	
1g. hurricane		X		equals	0	
1h. ice		X		equals	0	
1i. land/mud slide		X		equals	0	
1j. lightning strike		X		equals	0	
1k. loss of water supply for firefighting		X		equals	0	
1l. major flooding		X		equals	0	
1m. minor flooding		X		equals	0	
1n. terrain fire		X		equals	0	
1o. tidal or other unusual water phenomena		X		equals	0	
1p. tornado		X		equals	0	
1q. volcanic activity		X		equals	0	
1r. wind damage from flying debris		X		equals	0	
1s. wind damage from trees		X		equals	0	
2. EXTERIOR: Incidents in the surrounding community						
2a. frequent or major interruption of utility services (power, gas, water, phone, cable)		X		equals	0	
2b. damages from a fire, explosion, or chemical spill at an adjacent or nearby facility		X			0	

RISK ASSESSMENT

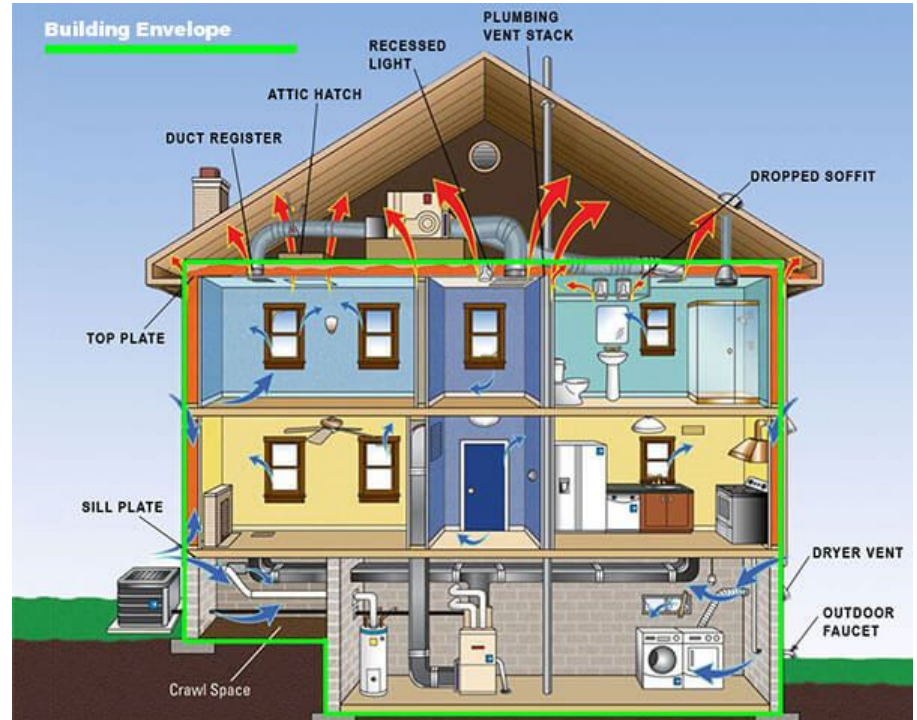


RISK ASSESSMENT				
RISK (event and consequence)	PROBABILITY High-Low (5-1)	IMPACT High-Low (5-1)	TOTAL (number)	CATEGORY OF RISK (High 10-8, Medium 7-4, Low 3-1)
Examples:				
Earthquake — shelves may collapse	2	4	6	Medium
Bushfire — Buildings and collection burnt	5	5	10	High
Vandalism — display cases smashed, graffiti	4	5	8	High
Flood — low level objects water damaged	1	2	3	Low
Leak (from pipes) — objects in storage area water damaged	3	2	5	Medium
Bomb Threat — museum temporarily closed	1	2	3	Low

BUILDING SYSTEMS: BUILDING ENVELOPES



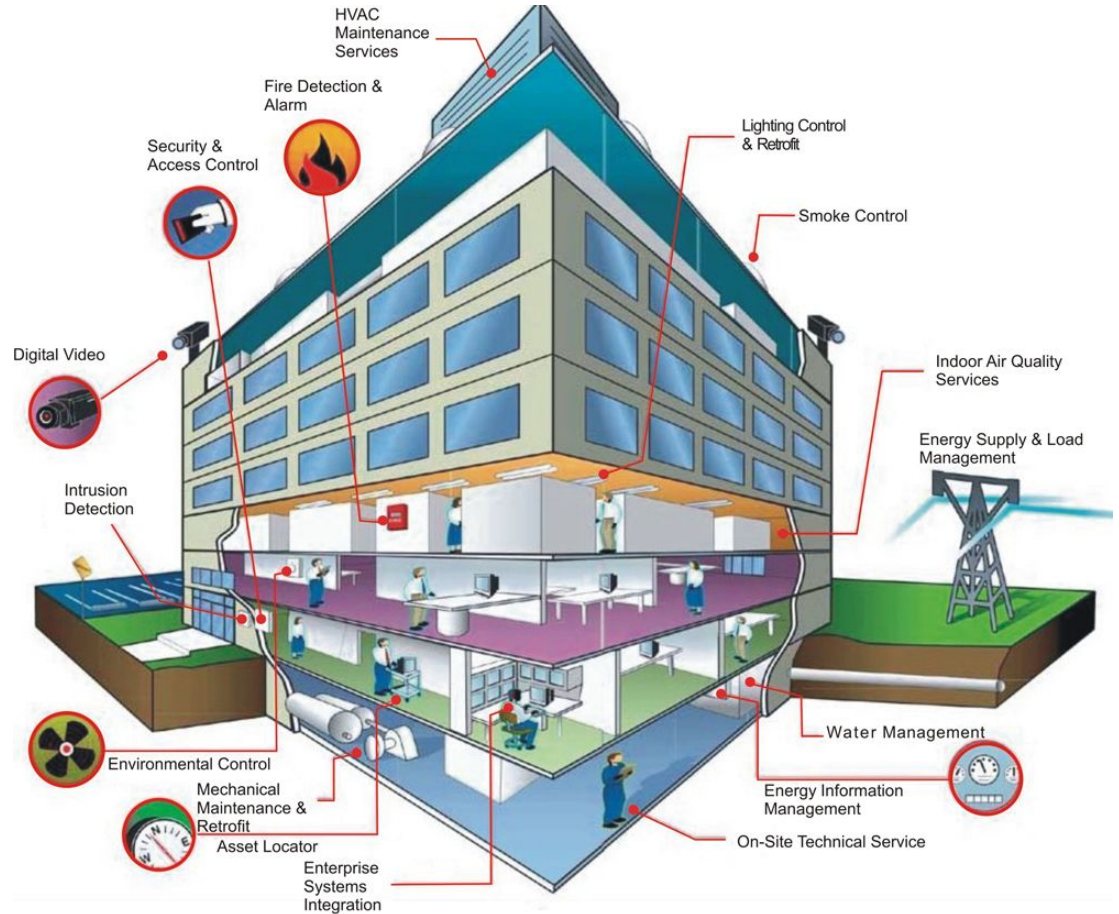
Green Building Advisor



ECHOtape Building Envelope

BUILDING SYSTEMS

- HVAC
- Electrical
- Water
- Security
- Egress



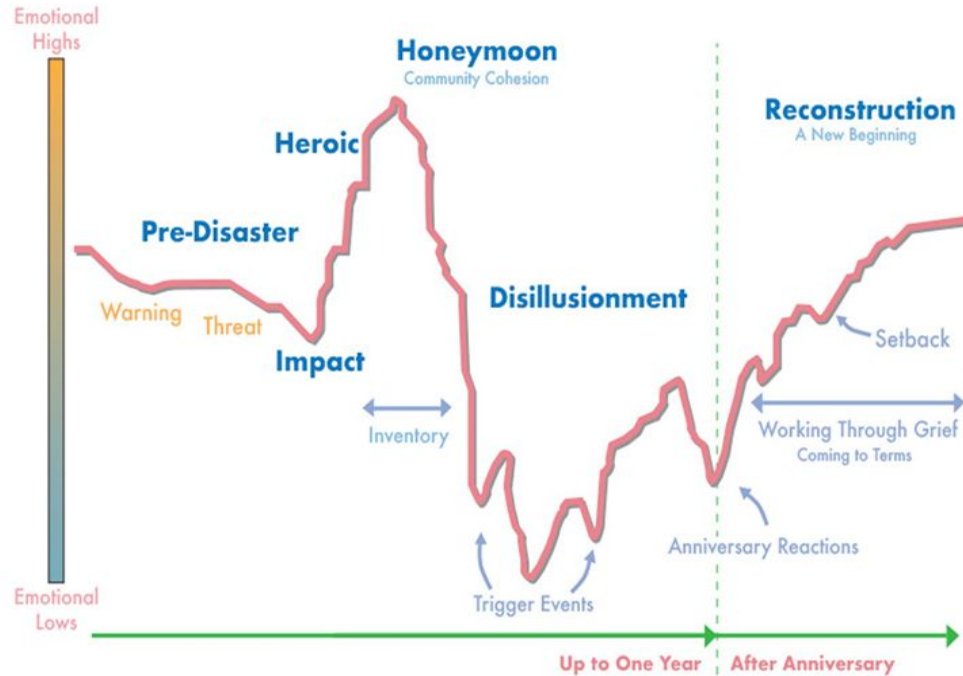
LIFE SAFETY: MENTAL AND PHYSICAL HEALTH

Life safety of humans always comes first in an emergency or disaster.

Plans must be set up to protect collections but only as long as human safety is assured.



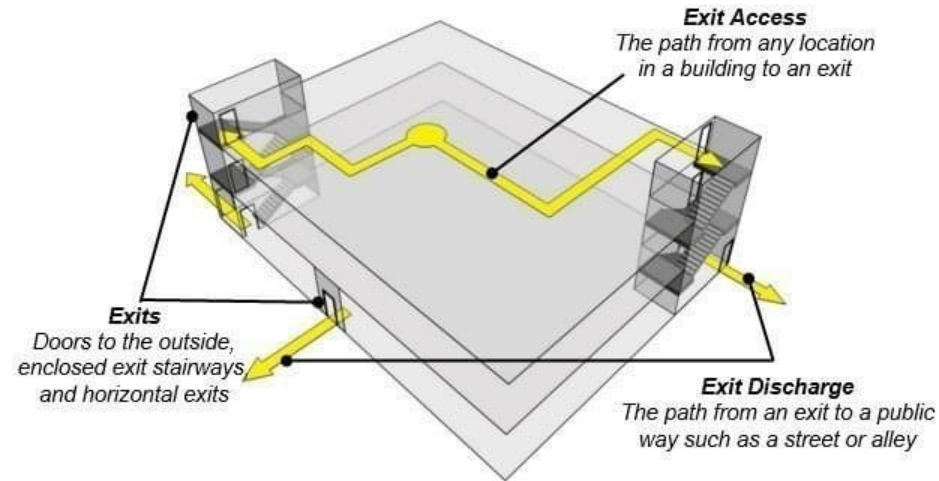
LIFE SAFETY: MENTAL AND PHYSICAL HEALTH



Phases of a Disaster, SAMHA

EGRESS AND PPE

Means of egress- unobstructed path to leave a building

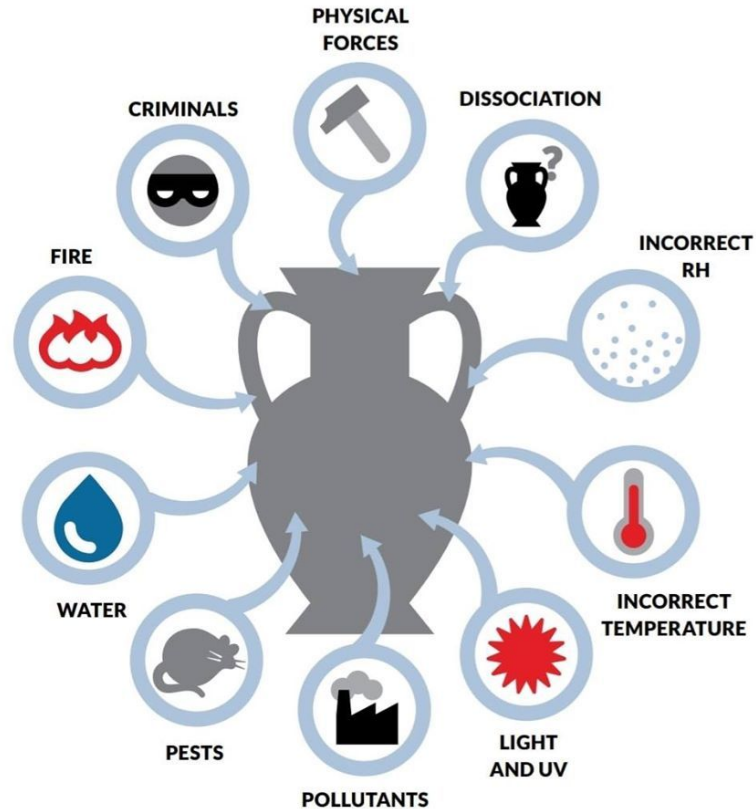


EGRESS AND PPE

Personal Protective Equipment (PPE)- protective clothing, helmets, gloves, face shields, goggles, facemasks and/or respirators or other equipment designed to protect the wearer from injury or the spread of infection or illness.



AGENTS OF DETERIORATION



EMERGENCY PLANNING & PREPAREDNESS FOR COLLECTIONS

DISASTER PLANNING

A disaster preparedness/emergency response plan, or disaster plan, is a written policy accompanied by procedures that prevent harm in cases of emergency and minimize damage resulting from disasters (man-made or natural).

-AAM



St. Louis, MO Gov

PREPAREDNESS BRINGS ALL OF IT TOGETHER

Building an Emergency Plan

A Guide for Museums
and Other Cultural Institutions



Compiled by Valerie Dorge and Sharon L. Jones, 1999, The Getty Conservation Institute



American
Alliance of
Museums

ALLIANCE REFERENCE GUIDE

Developing a Disaster Preparedness/ Emergency Response Plan

Preparing for disaster is one of the most important things a museum can do in order to safeguard its collections and protect staff and visitors from hazards. This guide provides a primer on disaster preparedness and helps museums understand the process of developing a disaster preparedness/emergency response plan. It reflects the standards of the field that all museums should adhere to and aligns with the requirements of the Alliance's [Core Documents Verification](#) and [Accreditation](#) programs.

What It Is

A disaster preparedness/emergency response plan, or disaster plan, is a written policy accompanied by procedures that prevent harm in cases of emergency and minimize damage resulting from disasters (man-made or natural). All museums are expected to have a plan that addresses how it will protect its staff, visitors, and collections in case of emergency or disaster. The plan should be tailored to the museum's specific circumstances and facilities and should cover all relevant threats and risks. Key components include emergency procedures, evacuation plans for staff and visitors, plans for how to protect or recover collections, and assignments of responsibility.

Why It Is Important

DISASTER PLANNING

“The action plan should be realistic-particularly in regard to funding, equipment, time and staff.

This plan should also be included as part of any strategic plan that the museum may have or is considering preparing. Many of the actions that will be identified as necessary may already be on the museum’s work plan, as they will involve good museum management methods as well as disaster preparedness.”

-Be Prepared, 2000, Heritage Collections Council

RESOURCES



POLICIES, PLANS, PROCEDURES

POLICIES

- **Standards**
- Framework for decision-making
- Delegate decision-making
- Define responsibility
- Not time-limited
- Approved by governing authority

PLANS

- **Vision**
- Compare existing collection to vision
- Map out specific goals and action steps
- Time-limited
- Approved by governing authority

PROCEDURES

- **Instructions**
- Operational guides, manuals, handbooks
- Developed at staff level

DISASTER PLANNING

Here are steps in the development of a disaster preparedness/emergency response plan:

1. Assemble the team.
2. Assess and document risks and hazards.
3. Establish preventative measures.
4. Prepare for disaster.
5. Take risk management measures.
6. Outline emergency responses, establish the chain of command, and appoint emergency coordinator(s).
7. Address the needs of the collections. Develop measures to protect the collections before a disaster and address their needs post-disaster.
8. Review and revise the plan regularly.

DISASTER PLANNING

Here are steps in the development of a disaster preparedness/emergency response plan:

1. Assemble the team.
 - a. Team for planning
 - b. Team for response



DISASTER PLANNING

Here are steps in the development of a disaster preparedness/emergency response plan:

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RISK EVALUATION AND PLANNING PROGRAM						
Risk Prioritization Worksheet						
HAZARDS	Likelihood of Occurrence (1-5)	multiplied by	Severity of Damage (1-5)	equals	Risk Rating	Comments
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1c. flash flood		X		equals	0	
1d. hail		X		equals	0	
1e. heavy snow		X		equals	0	
1f. high winds		X		equals	0	
1g. hurricane		X		equals	0	
1h. ice		X		equals	0	
1i. land/mud slide		X		equals	0	
1j. lightning strike		X		equals	0	
1k. loss of water supply for firefighting		X		equals	0	
1l. major flooding		X		equals	0	
1m. minor flooding		X		equals	0	
1n. terrain fire		X		equals	0	
1o. tidal or other unusual water phenomena		X		equals	0	
1p. tornado		X		equals	0	
1q. volcanic activity		X		equals	0	
1r. wind damage from flying debris		X		equals	0	
1s. wind damage from trees		X		equals	0	
2. EXTERIOR: Incidents in the surrounding community						

DISASTER PLANNING

Here are steps in the development of a disaster preparedness/emergency response plan:

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4. Prepare for disaster.
5. Take risk management measures.
6. Outline emergency responses, establish the chain of command, and appoint emergency coordinator(s).

Risk Evaluation and Planning Program

Suggested Contents of a Basic Emergency Plan That Addresses Collections

- A. Staff and Emergency Contact Information
 - *Use tab 1 from the *Field Guide to Emergency Response*
 - a. Fire
 - b. Police
 - c. Medical
 - d. Staff contact information with planning and response duties
- B. Insurance, Recovery Vendor, and Supply Information
 - *Use tab 3 from the *Field Guide to Emergency Response*
 - a. Insurance and recovery vendor contact information (local and national options)
 - b. Supply list with location information or method of procurement
- C. Preparedness and Response Instructions
 - a. Procedures for top-rated risks, including:
 - i. if applicable, what to do in preparation for an emergency
 - ii. first steps to take upon discovery of the situation
 - iii. how to assess the situation
 - iv. response options
 - b. Utility shut-off locations and instructions (on a floor plan if possible) (Use tab 2 from the *Field Guide to Emergency Response*)
 - c. Evacuation procedures (for people and collections)
 - d. Shelter-in-place procedures (for people and collections)
- D. Collections Priorities
 - *Use tab 2 from the *Field Guide to Emergency Response*
 - a. Removal and salvage priorities (on a floor plan if possible)
- E. Communications
 - a. Communication with and among response team members
 - b. Dealing with the press and the public
- F. Policy for Updating, Distributing, and Practicing the Plan
 - a. Outline under what circumstances and/or what timeline the plan should be reviewed
 - b. List who should receive a copy of the plan, including staff members, the local fire department, emergency management agency, and recovery contractors
- G. Appendices
 - a. Collections salvage techniques (existing literature can be used)
 - b. Consultant and vendor contracts
 - c. Forms (such as Field Guide tabs)

DISASTER PLANNING

Here are steps in the development of a disaster preparedness/emergency response plan:

1. Assemble the team.
2. Assess and document risks and hazards.
3. Establish preventative measures.
4. Prepare for disaster.
5. Take risk management measures.
6. Outline emergency responses, establish the chain of command, and appoint emergency coordinator(s).
7. Address the needs of the collections. Develop measures to protect the collections before a disaster and address their needs post-disaster.

C. Preparedness and Response Instructions

- a. Procedures for top-rated risks, including:
 - i. if applicable, what to do in preparation for an emergency
 - ii. first steps to take upon discovery of the situation
 - iii. how to assess the situation
 - iv. response options
- b. Utility shut-off locations and instructions (on a floor plan if possible) (Use tab 2 from the *Field Guide to Emergency Response*)
- c. Evacuation procedures (for people and collections)
- d. Shelter-in-place procedures (for people and collections)

D. Collections Priorities

**Use tab 2 from the Field Guide to Emergency Response*

- a. Removal and salvage priorities (on a floor plan if possible)

E. Communications

- a. Communication with and among response team members
- b. Dealing with the press and the public

DISASTER PLANNING

Here are steps in the development of a disaster preparedness/emergency response plan:

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6. Outline emergency responses, establish the chain of command, and appoint emergency coordinator(s).
7. Address the needs of the collections. Develop measures to protect the collections before a disaster and address their needs post-disaster.
8. Review and revise the plan regularly.



St. Louis, MO Gov

DISASTER PLANNING

Activity (20 minutes)

- Preparedness Questionnaire
- Begin Drafting Your Plan



Risk Evaluation and Planning Program Suggested Contents of a Basic Emergency Plan That Addresses Collections

- A. Staff and Emergency Contact Information
*Use tab 1 from the *Field Guide to Emergency Response*
- Fire
 - Police
 - Medical
 - Staff contact information with planning and response duties
- B. Insurance, Recovery Vendor, and Supply Information
*Use tab 3 from the *Field Guide to Emergency Response*
- Insurance and recovery vendor contact information (local and national options)
 - Supply list with location information or method of procurement
- C. Preparedness and Response Instructions
- Procedures for top-rated risks, including:
 - if applicable, what to do in preparation for an emergency
 - first steps to take upon discovery of the situation
 - how to assess the situation
 - response options
 - Utility shut-off locations and instructions (on a floor plan if possible) (Use tab 2 from the *Field Guide to Emergency Response*)
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- Removal and salvage priorities (on a floor plan if possible)
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 - List who should receive a copy of the plan, including staff members, the local fire department, emergency management agency, and recovery contractors
- G. Appendices
- Collections salvage techniques (existing literature can be used)
 - Consultant and vendor contracts
 - Forms (such as Field Guide tabs)

Risk Evaluation and Planning Program

Suggested Contents of an Emergency Plan

A. Participant Information

- A1. Institution: _____
- A2. Project Contact:
Name: _____ Title: _____
Phone: _____ Fax: _____
E-mail: _____
- A3. Mailing address: _____
- A4. City: _____ A5. State: _____ A6. Zip: _____
- A7. Physical address (if different from mailing): _____
- A8. City: _____ A9. State: _____ A10. Zip: _____
- A11. Web address: _____

B. Staff Responsibilities

- B1. Who has responsibility for each of the following activities? (e.g., title of staff member, outside service, etc. Answer "don't know" if unsure.)
- | | | | |
|--|-------|--------------------------|--------|
| • Emergency planning and implementation | _____ | <input type="checkbox"/> | No one |
| • Preparing collections for research and storage | _____ | <input type="checkbox"/> | |
| • Cleaning and repairing collection material | _____ | <input type="checkbox"/> | |
| • Inspecting storage and exhibition areas | _____ | <input type="checkbox"/> | |
| • Building maintenance | _____ | <input type="checkbox"/> | |
- B2. Is a formal orientation or training provided for staff (paid and unpaid) in the following areas?
- | | Yes | No | Don't Know |
|---|--------------------------|--------------------------|--------------------------|
| • Emergency plan and procedures | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Title of person providing training: _____ | | | |
| • Collection preservation activities | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Title of person providing training: _____ | | | |
| • Building maintenance and repair | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Title of person providing training: _____ | | | |
| • General housekeeping and cleaning | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Title of person providing training: _____ | | | |
- B3. If a board governs the organization, how many members are on the board?
_____ ☐ N/A
- B3a. What is the term of service? _____ ☐ N/A

BREAK (10 Minutes)



DISASTER PLANNING

Discussion

- Preparedness Questionnaire
- Begin Drafting Your Plan



Risk Evaluation and Planning Program Suggested Contents of a Basic Emergency Plan That Addresses Collections

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 - Medical
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 - Consultant and vendor contracts
 - Forms (such as Field Guide tabs)

Risk Evaluation and Planning Program

Suggested Contents of an Emergency Plan

A. Participant Information

- A1. Institution: _____
- A2. Project Contact:
Name: _____ Title: _____
Phone: _____ Fax: _____
E-mail: _____
- A3. Mailing address: _____
City: _____ A5. State: _____ A6. Zip: _____
- A4. _____
A7. Physical address (if different from mailing): _____
A8. City: _____ A9. State: _____ A10. Zip: _____
- A11. Web address: _____

B. Staff Responsibilities

- B1. Who has responsibility for each of the following activities? (e.g., title of staff member, outside service, etc. Answer "don't know" if unsure.)
- | | | | |
|--|-------|--------------------------|--------|
| • Emergency planning and implementation | _____ | <input type="checkbox"/> | No one |
| • Preparing collections for research and storage | _____ | <input type="checkbox"/> | |
| • Cleaning and repairing collection material | _____ | <input type="checkbox"/> | |
| • Inspecting storage and exhibition areas | _____ | <input type="checkbox"/> | |
| • Building maintenance | _____ | <input type="checkbox"/> | |
- B2. Is a formal orientation or training provided for staff (paid and unpaid) in the following areas?
- | | Yes | No | Don't Know |
|---|--------------------------|--------------------------|--------------------------|
| • Emergency plan and procedures | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Title of person providing training: _____ | | | |
| • Collection preservation activities | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Title of person providing training: _____ | | | |
| • Building maintenance and repair | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Title of person providing training: _____ | | | |
| • General housekeeping and cleaning | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Title of person providing training: _____ | | | |
- B3. If a board governs the organization, how many members are on the board?
_____ ☐ N/A
- B3a. What is the term of service? _____ ☐ N/A

SUPPLIES FOR

EMERGENCY PREPAREDNESS & RESPONSE

EMERGENCY SUPPLIES



Home Preparedness

- Know local risks
- Standard recommendations for supplies and planning
- For example: gallon of water per person per day and food, medicine, a flashlight, blankets...etc

EMERGENCY SUPPLIES

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 <p>1 Year Emergency Food Supply Kit \$2,487.00 MyPatriotSupply.com ★★★★★ (1k+)</p>	 <p>PIG Spill Kit in 32 Gallon High Capacity \$260.00 New Pig Free gift w/ \$2...</p>	 <p>Four Week Emergency Food Supply Kit \$237.60 \$297 MyPatriotSupply.com</p>
 <p>5 Person Emergency Kit \$219.29 Stealth Angel Supply</p>	 <p>PIG Spill Kit in 5 Gallon High Capacity \$67.00 New Pig Free gift w/ \$2...</p>	 <p>First Aid Station: Industrial, 200+ Items \$327.52 Grainger Industrial</p>
 <p>240 Serving Package of Food</p>	 <p>JUDY The Mower Max</p>	 <p>Medi-First 73911 186 Pieces</p>

Materials for

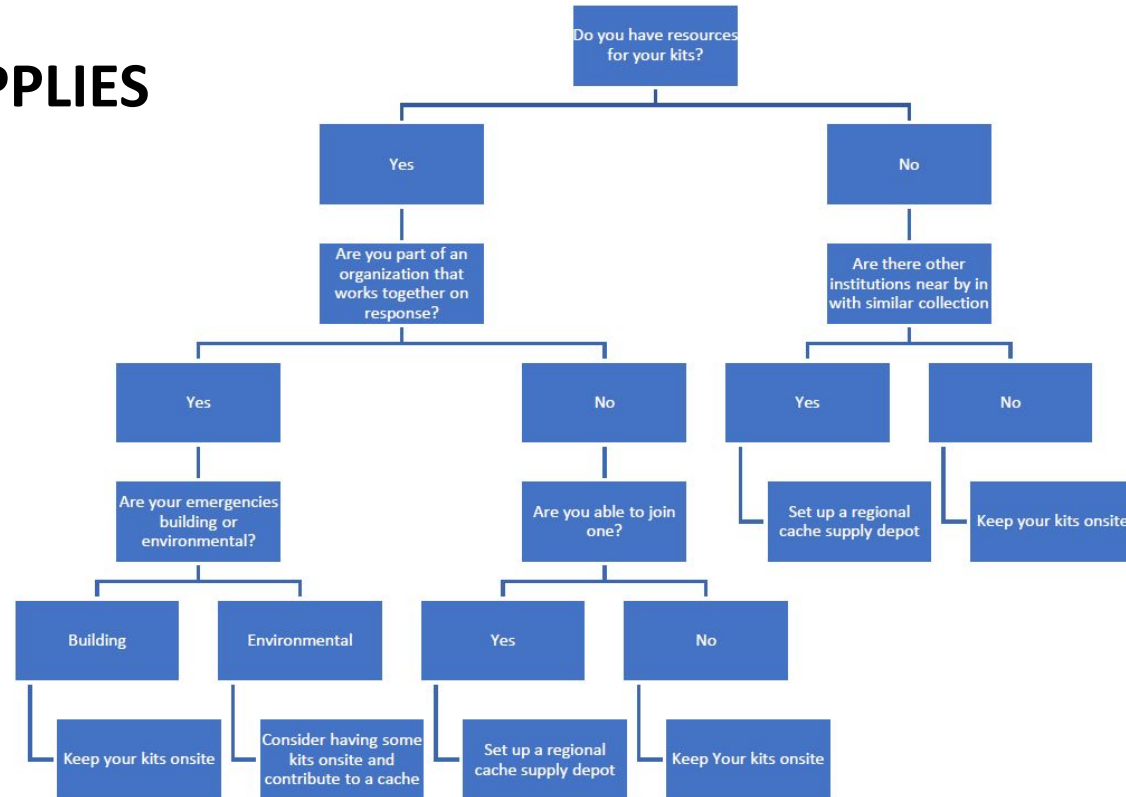
- Power outage
- Major water events
- Chemical spills
- Contamination
- First Aid

EMERGENCY SUPPLIES



From the Curae Handout: different configurations of emergency supply kits

EMERGENCY SUPPLIES



From the Curae Handout: Supply Cache or Kits onsite?

EMERGENCY SUPPLIES

Other Considerations:

- **Materials go bad**
Supplies should be checked regularly to ensure good working order
- **Materials get picked up and used**
Consider locking or zip-tying kits so they can only be used in an emergency
- **Supply only what you need**
So often supplies are prepared and stored for every possible scenario, but what would actually be useful for the most likely risks



Lunch (1 hour)



Wrap-Up

- Reflections from the day
- Evaluation
- Homework

Thank you!

Marie Desrochers | mdesrochers@utah.gov
<https://artsandmuseums.utah.gov/utah-collections-preservation/>

This project was made possible in part by the National Endowment for the Humanities.



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UTAHHUMANITIES
Ideas in Action



Utah Division of
Arts & Museums